Provider Insider

Alabama Medicaid Bulletin — **July 2003**

The checkwrite schedule is as follows:

07/11/03 07/25/03 08/08/03 8/22/03 09/05/03 09/12/03 09/26/03

As always, the release of direct deposits and checks depends on the availability of funds.

Statewide HIPAA Training Will Be Available for Providers

In order to prepare the provider for the upcoming changes that will be implemented by Medicaid in relation to the Standardization of Code Set Transactions for the Health Insurance Portability and Accountability Act (HIPAA), EDS and the Medicaid Agency will be conducting state-wide workshops. During the workshops, EDS Provider Representatives will discuss changes in Medicaid billing, the updated version of PES, as well as Patient 1st and EPSDT changes. There will be separate sessions for Dental, HCFA-1500, and UB-92 billers.

HIPAA is the single most significant Federal legislation affecting the health care industry since the creation of the Medicare and Medicaid programs in 1965. Title I of HIPAA improves the portability and continuity of health insurance coverage for American workers and their families.

Title II provides for administrative simplification, requiring the development of standards for the electronic exchange of health care information including standard identifiers. HIPAA administrative simplification also requires the protection of the privacy of personal health information and the establishment of security requirements to protect that information. More specifically, HIPAA Administrative Simplification calls for:

- Standardization of electronic patient health, administrative and financial data
- Unique health identifiers for individuals, employers, health plans and health care providers
- Privacy and Security standards protecting the confidentiality and integrity of "individually identifiable health information," past, present or future.

To register for a class, complete the form on page 5 of this Provider Insider and mail it to: EDS, ATTN: Billing Workshop, PO Box 241685, Montgomery, AL, 36124, or fax it to (334) 215-4298, or you may e-mail the information to ann.cotton@alxix.slg.eds.com or nan.hornady@alxix.slg.eds.com.

In This Issue...

Statewide HIPAA Training Will be Available for Providers 1
HIPAA Electronic Transmission Standards Information 2
Provider Health Plan Relationship Does Not Require a Business Associate Contract 2
Provider Numbers Should be Obtained From Referral Form 2
Procedure Code J0640 has been Increased 3
Hospitals Can Still Use Revenue Code 175 3
EDS Changes Post Office Box Addresses 3
PES Downloads Are Available 3
Informative Resources Concerning HIPAA 3
Compliance Testing for HIPAA is Underway 3
Providers Should Beware of Individuals Posing as HIPAA Auditors 4
Medicaid Clarification of HIPAA Rule for PHI Information for Audits or Investigations 4
EDS Annouces HIPAA Training Workshop Schedule 5
EDS Provider Representatives 6
Countdown to the October 2003 HIPAA Implementation Date 7
New HIPAA Version of the PES Available Soon 8

Pass It On!

Everyone needs to know the latest about Medicaid.

Be sure to route this to:

- ❒ *Office Manager*
- ❒ *Billing Dept.*
- ❒ *Medical/Clinical Professionals*
- ❒ *Other _____*

HIPAA Electronic Transmission Standands Information

Alabama Medicaid and EDS are preparing for the implementation of the Health Insurance Portability and Accountability Act (HIPAA). Federal regulations require that state Medicaid programs be compliant with the HIPAA electronic transmission standards by October 16, 2003. **However, September 26, 2003 will be the last day Medicaid claims can be submitted electronically to EDS in non-HIPAA compliant formats. All claims submitted electronically to EDS in non-HIPAA compliant formats after midnight on September 26, 2003 will be rejected at the point of submission, and must be resubmitted in a HIPAA compliant format.** Providers must begin submitting HIPAA compliant electronic transactions to Alabama Medicaid and EDS on/after September 27, 2003.

The **standards** for electronic transactions and their applicable code sets have been established. The HIPAA mandated transactions include:

- ASC X12N 270 Eligibility, Coverage, or Benefit Inquiry
- ASC X12N 271 Eligibility, Coverage, or Benefit Response
- ASC X12N 276 Health Care Claim Status Request
- ASC X12N 277 Health Care Claim Status Response
- ASC X12N 278 Health Care Services Review Information – Prior Authotization Request
- ASC X12N 278 Health Care Services Review Information – Response to Request (Prior Authotization)
- ASC X12N 820 Payment Order/Remittance Advice
- ASC X12N 834 Benefit Enrollment and Maintenance
- ASC X12N 835 Health Care Claim Payment/Advice
- ASC X12 837 Health Care Claim: Dental transaction
- ASC X12 837 Health Care Claim: Professional transaction
- ASC X12 837 Health Care Claim: Institutional transaction

Specifications for all HIPAA complaint ASC X12N transactions can be found at www.wpc-edi.com.

Companion guides provide trading partners with specific information required to successfully exchange transactions electronically with EDS in the ASC X12N format and is available on our website at www.medicaid.state.al.us/HIPAA/hipaanews.htm . The companion guide also provides information regarding system requirements and provides clarification regarding situational data elements that will be necessary for claims processing in the Alabama Medicaid Program.

The information presented on page 7 of the Provider Insider, focuses on the schedule of events and provides answers to frequently asked questions. The schedule of events outlines the detailed activities required to support the following critical milestones:

- Providers billing electronically must submit claims in the HIPAA compliant format on/after September 27, 2003.
- All electronic remittance advices will be distributed in the 835 format for checkwrites after October 1, 2003.

Provider Health Plan Relationship Does Not Require a Business Associate Contract

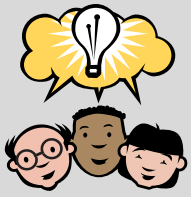
The office of civil rights HIPAA privacy guidance issued 12/03/2003 indicates that a provider-health plan relationship does not require a business associate contract. Specifically, on page 42 of the guidance, one of the examples where a contract is not required is "when a health care provider discloses protected health information to a health plan for payment purposes. A provider that submits a claim to a health plan and a health plan that assesses and pays the claim are each acting on its own behalf as a covered entity, and not as the 'business associate' of the other."

Provider Numbers Should be Obtained From Referral Form

The Alabama Medicaid Agency is aware that some providers are receiving letters indicating that they should furnish their Alabama Medicaid provider number(s) for all physicians, physician assistance and nurse practitioners in their practice to another provider to whom they refer patients. The letter states this is "necessary for HIPAA compliance with the Medicaid Agency."

There is no HIPAA regulation or Alabama Medicaid Agency mandate that requires you to give your provider number to another. Providers who need a referral to submit a claim to the Medicaid Agency, should continue to obtain the Medicaid number of the referring provider from the referral itself. Providers should not request a list of Medicaid provider numbers from other providers, nor should a provider provide such a list to another provider if requested.

If you have any questions or concerns about a request for your Medicaid provider number please contact your provider representative.



Procedure Code J0640 has Been Increased

Procedure code J0640 (injection, leucovorin calcium, per 50 mg) price has been increased to $14 effective for dates of service March 1, 2003, and thereafter. If you have received reimbursement for J0640 with the lower price, you may now request an adjustment to the claim for the higher reimbursement rate for claims with dates of service March 1, 2003, and thereafter.

Hospitals Can Still Use Revenue Code 175

Hospitals may continue to use revenue code 175 for newborn inpatient claims when appropriate. The system edits have not been revised to accept the new revenue codes 173-174. Medicaid will advise you when the system has been updated.

EDS Changes Post Office Box Addresses

Please make a note of the following EDS Post Office boxes and their respective uses:

Send all adjustments to:

P.O. Box 241684
Montgomery, Al 36124-1684

Send all enrollment information, inquiries and provider relations mail to:

P.O. Box 241685
Montgomery, Al 36124-1685

Send all claims, consent forms, and other mail to:

P.O. Box 244032
Montgomery, Al 36124-4032.

PES Downloads Are Available

If you are currently using Provider Electronic Solutions version 1.11 or below and you are unable to view responses to claim reversals done in batch transactions, call the ECS helpdesk at 1-800-456-1242 and request upgrade version 1.12. Also, you may download the upgrade from the Alabama Medicaid website.

www.medicaid.state.al.us

Informative Resources Concerning HIPAA

The HIPAA deadline for transactions and code sets is approaching. Alabama Medicaid and EDS are set to implement all HIPAA transactions and code sets on September 27, 2003. To support you with your HIPAA readiness and compliance efforts, the Centers for Medicare and Medicaid Services (CMS) has compiled a list of products and resources. Some of these include:

HIPAA Presentations– The CMS Southern Consortium's Achieving Compliance Together Team has developed a series of HIPAA presentations. They can be accessed via the internet and there is no cost to you.

http://www.eventstreams.com/cms/tm_001/

Free Fax Back Service– The CMS Southern Consortium's Achieving Compliance Together Team has developed a HIPAA resource in an effort to reach those without internet/email access! Have your fax number handy and call this number: 1-800-874-5894

Website–Answers to Frequently Asked Questions, links to other HIPAA sites, and information on the law, regulations, and enforcement are located here: http://www.cms.hhs.gov/hipaa/hipaa2/

Small Provider Checklist Tool–Use this tool to help you determine the first steps you should be taking to prepare for HIPAA.

http://www.cms.hhs.gov/hipaa/hipaa2/education/ReadinessChkLst.pdf

Covered Entity Decision Tool–Need help in determining if you are covered by HIPAA? Try using this tool found at:

http://www.cms.hhs.gov/hipaa/hipaa2/support/tools/decisionsupport/default.asp

Additional products and resources for HIPAA are posted on the Alabama Medicaid website at www.medicaid.state.al.us/HIPAA/index.htm.

Please contact HIPAA@alxix.slg.eds.com or (334) 215-4250 if you have any questions.

Compliance Testing for HIPAA is Underway

Compliance testing for all HIPAA transactions (except the NCPDP 5.1) is currently being conducted by the EDS Testing Team. Vendors are asked to submit test files via email to hipaa@alxix.slg.eds.com . The test files are reviewed for the proper HIPAA format and then submitted through the Translator for verification. A detailed report is generated and sent to the vendor if any errors are detected during the process.

The following vendors have submitted test files to the testing team as of July 1, 2003:

Consults, Inc.	Cortex Edi	Data Systems Management
Data Solutions & Services,	DHR	Davlong Business Solutions
Electronic Healthcare Systems	Huntsville Hospital	Dynacare
Jackson Hospital	Medisys	EMS Consultants, LTD
Soft Aid, Inc.	UAB Hospital	Gentiva
UAB Health Services	Valencia Group	NW Alabama Mental Health
Beyond Now Technologies	American Medical Response	Pinpoint
Cunningham Pathology	Claims Processing Service	

If you have any questions regarding testing for HIPAA please contact (334) 215-4250 or email us at hipaa@alxix.slg.eds.com.

Providers Should Beware of Individuals Posing as HIPAA Auditors

The Alabama Medicaid Agency has been informed that, in some states, individuals posing as HIPAA auditors or government officials have attempted to gain access to health care providers' files.

No HIPAA audits are currently being conducted at the state or federal level. Providers should not allow anyone to access computers, medical records, billing records, or other information unless:

- that person can produce proper identification and documentation of the need/right to examine records
- a call to the auditing entity confirms the person's identification and documentation

Visit Alabama Medicaid

ONLINE

www.medicaid.state.al.us

Providers can :

- **Print Forms and Enrollment Applications**
- **Download Helpful Software**
- **Obtain Current Medicaid Press Releases and Bulletins**
- **Obtain Billing and Provider Manuals and Other General Information about Medicaid**

Medicaid Clarification of HIPAA Rule for PHI Information for Audit or Investigation

As you all know, the Medicaid Agency has attained compliance with the Health Insurance Portability and Accountability Act (HIPAA) privacy rules and standards as of April 14, 2003. There still seems to be some confusion regarding disclosures of Protected Health Information (PHI) to the Agency for audit or investigative purposes. The Medicaid Agency, in HIPAA terms, is defined as a Health Oversight Agency. HIPAA regulations define a Health Oversight Agency as "…an agency or authority of the United States, a State, a territory, or an Indian tribe, or a person or entity acting under a grant of authority from or contract with such public agency, including the employees or agents of such public agency or its contractors or persons or entities to whom it has granted authority, that is authorized by law to oversee the health care system (whether public or private) or government programs in which health information is necessary to determine eligibility or compliance, or to enforce civil rights laws for which health information is relevant." Try reading that one without taking a breath.

Essentially, what that means is that the Medicaid Agency is an agency or authority, authorized by law, to oversee a public health care system. Our state legal authority for this is the Alabama Administrative Code. Since we are considered a health oversight agency, we are not required to enter into Business Associate relationships or agreements in order to obtain medical records for oversight purposes.

Please refer also to 45 CFR, Section 164.512, Uses and Disclosures for which an authorization or opportunity to agree or object is not required. (d) Standard: uses and disclosures for health care oversight activities. (1) Permitted disclosures. "**A covered entity may disclose protected health information to a health oversight agency for oversight activities authorized by law, including audits; civil, administrative, or criminal investigations; inspections**; licensure or disciplinary actions; or other activities necessary for appropriate oversight of: (i) The health care system; (ii) Government benefit programs for which health information is relevant to beneficiary eligibility; (iii) Entities subject to government regulatory programs for which health information is necessary for determining compliance with program standards; or (iv) Entities subject to civil rights laws for which health information is necessary for determining compliance."

Under the Administrative Code rules, the Agency has the right to obtain records from covered entities (providers) for necessary operational functions. Since the Medicaid Agency by law is an oversight agency, under HIPAA we have the right to obtain protected health information (PHI) for audits, investigations, eligibility determinations, and other uses spelled out by HIPAA regulation. We also have an obligation to protect the privacy of any individuals regarding any protected health information we receive.

When PHI is transmitted to the Agency by fax or other potentially unsecured modes of transmission, please verify the fax number and that the information is received. Also, when mailing PHI to the Agency, indicate that it is PHI on the package.

EDS Annouces HIPAA Training Workshops Schedule

August 15	10 am – 12 noon	Montgomery– County Health Department	Dental
August 22	10 am – 12 noon	Birmingham – Homewood Library	Dental
August 29	10 am – 12 noon	Mobile – Springhill Baptist Church	Dental
September 8	9 am – 11 am	Tuscaloosa – DCH Hospital	Professional
September 8	12:30 pm – 2:30 pm	Tuscaloosa – DCH Hospital	Institutional
September 9	9 am – 11am	Huntsville – UAH University Center Rm 126	Institutional
September 9	1 pm – 3 pm	Huntsville – UAH University Center Rm 126	Professional
September 10	9 am – 11 am	Huntsville – UAH University Center Rm 126	Professional
September 11	9 am – 11 am	Montgomery – County Health Department	Professional
September 11	1 pm – 3 pm	Montgomery – County Health Department	Institutional
September 15	1 pm – 3 pm	Mobile – Springhill Baptist Church	Professional
September 16	9 am – 11am	Mobile – Springhill Baptist Church	Professional
September 16	1 pm – 3 pm	Mobile – Springhill Baptist Church	Institutional
September 17	9 am – 11am	Mobile – Springhill Baptist Church	Professional
September 19	9 am – 11 am	Dothan – TSUD Sony Hall Auditorium	Institutional
September 19	12:30 pm – 2:30 pm	Dothan – TSUD Sony Hall Auditorium	Professional
September 22	9 am – 11am	Birmingham – Homewood Library	Professional
September 22	12:30 pm – 2:30 pm	Birmingham – Homewood Library	Institutional
September 23	9 am – 11am	Birmingham – Homewood Library	Professional
September 23	12:30 pm – 2:30 pm	Birmingham – Homewood Library	Professional
September 26	9 am – 11 am	Montgomery – County Health Department	Professional

EDS Invitation to HIPAA Training Workshops

PROVIDER NUMBER: _____

PROVIDER NAME: _____

TELEPHONE NUMBER: ( ) _____

ATTENDEE(S): _____

1st Choice: _____ (Time and Date) 2nd Choice: _____ (Time and Date)

EDS Provider Representatives

G R O U P 1

North: Stephanie Westhoff, Marilyn Ellis, and Jenny Homler

Bibb, Blount, Calhoun, Cherokee, Chilton, Clay, Cleburne, Colbert, Coosa, Cullman, DeKalb, Etowah, Fayette, Franklin, Greene, Hale, Jackson, Jefferson, Lamar, Lawrence, Lauderdale, Limestone, Madison, Marion, Marshall, Morgan, Pickens, Randolph, Shelby, St. Clair, Talladega, Tuscaloosa, Walker, Winston

stephanie.westhoff
@alxix.slg.eds.com
334-215-4113

jenny.homler
@eds.com
334-215-4142

melanie.waybright
@alxix.slg.eds.com
334-215-4155

marilyn.ellis
@eds.com
334-215-4159

denise.shepherd
@alxix.slg.eds.com
334-215-4132

South: Melanie Waybright and Denise Shepherd

Autauga, Baldwin, Barbour, Bullock, Butler, Chambers, Choctaw, Clarke, Coffee, Conecuh, Covington, Crenshaw, Dale, Dallas, Elmore, Escambia, Geneva, Henry, Houston, Lee, Lowndes, Macon, Marengo, Mobile, Monroe, Montgomery, Perry, Pike, Russell, Sumter, Tallapoosa, Washington, Wilcox

- Nurse Practitioners
- Podiatrists
- Chiropractors
- Independent Labs
- Free Standing Radiology
- CRNA
- EPSDT (Physicians)
- Dental
- Physicians
- Optometric (Optometrists and Opticians)

G R O U P 2

laquita.wright
@alxix.slg.eds.com
334-215-4199

- Rehabilitation Services
  - Home Bound Waiver
- Therapy Services (OT, PT, ST)
- Children's Specialty Clinics
- Prenatal Clinics
- Maternity Care
- Hearing Services
- Mental Health/Mental Retardation
  - MR/DD Waiver
- Public Health
  - Elderly and Disabled Waiver
  - Home and Community Based Services
  - EPSDT
  - Family Planning
  - Prenatal
  - Preventive Education
- Ambulance
- FQHC
- Nurse Midwives
- Rural Health Clinic
- Commission on Aging
- DME

G R O U P 3

ann.miller
@alxix.slg.eds.com
334-215-4156

linda.hanks
@alxix.slg.eds.com
334-215-4130

shermeria.hardy
@alxix.slg.eds.com
334-215-4160

- Ambulatory Surgical Centers
- ESWL
- Home Health
- Hospice
- Hospital
- Nursing Home
- Personal Care Services
- PEC
- Private Duty Nursing
- Renal Dialysis Facilities
- Swing Bed

Countdown to the October 2003 HIPAA Implementation Date

Schedule of Events for Providers

July 2003

Provider Workshops Registration – This edition of the Provider Insider contains information about HIPAA Training Workshops. Please complete the form and fax, mail or e-mail the information to EDS so you may attend one of the training sessions.

Testing – Electronic billers, which use a vendor to submit claims and wish to submit HIPAA complaint transactions, must test with EDS to be authorized to submit claims electronically. Providers that currently use Provider Electronic Solutions (PES) software will not need to test.

August 2003

Dental Provider Workshops for HIPAA – See page 5 for schedule.

Testing – Testing described in July will continue.

September 2003

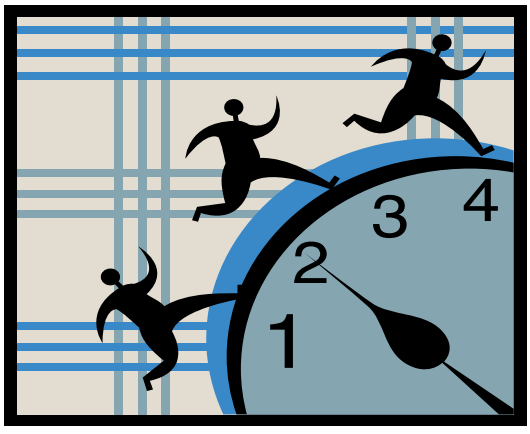
Provider Manual – Providers will be mailed a CD-ROM that contains the updates made to the provider manual for HIPAA. When the CD is received in your office, please load it onto your computer.

PES – The HIPAA complaint version of the Provider Electronic Solutions software will be available. Providers need to request the new version of the PES software using the form on page 8 of the Provider Insider or download it from the Medicaid website at www.medicaid.state.al.us. Along with this software, a new PES User Manual and detailed installation instructions will also be sent to you. The current electronic format will be valid through September 26, 2003.

Please note that an **exact** date of release for the PES software and Provider Manual has not been determined.

Claims Submission – Providers must begin submitting claims in the HIPAA compliant electronic claims format for dates of service on or after September 27, 2003.

Providers cannot continue to use the current billing format. The current electronic billing format will not be valid after September 27, 2003.



Frequently Asked Questions

How will this impact my electronic claims submission?

National standard procedure codes consistent with Alabama Medicaid's Fee Schedule must be submitted in place of existing local codes (providers will be given a grace period on converting to the local codes. The grace period will end on December 31, 2003.

HIPAA regulations specify that each service detail line is required to have one Procedure Code, which may optionally be accompanied by up to four Procedure Code Modifiers.

HIPAA allows institutional claims to have up to 999 claim details. Dental and Professional claims are now allowed to have up to 50 detail lines.

How will this impact my paper claims submission?

National standard procedure codes consistent with the Alabama Medicaid's Fee Schedule must be submitted in place of existing local codes effective for dates of service January 1, 2004, and thereafter.

The format of the paper claims are not changing as a result of HIPAA. However, there are some minor billing instructions that will change due to field length requirements. Updates will be made to the Provider Manual and will be discussed during the Provider Workshops.

How will this impact my ability to verify client eligibility?

Providers may begin submitting eligibility requests to EDS in the ASC X12N 270/271 format on/after September 27, 2003 using their own or vendor supplied software.

EDS will make HIPAA compliant Provider Electronic Solutions software available to providers prior to the implementation.

Eligibility requests made via the Automated Voice Response System (AVRS) will not be impacted.

Providers will also be able to check eligibility verification via a link from the Alabama Medicaid web site. The data available through these methods can be used to verify an individual's eligibility and benefits.

What if I or my vendor will not be HIPAA compliant by September 27, 2003?

Provider Electronic Solutions software will be updated to be HIPAA compliant by the September 27, 2003 deadline.

Provider Electronic Solutions will continue to be made available to providers at no charge.

Providers will have the option of requesting a CD-ROM version of the software (see order form on page 8) or the providers may download the software from the website. Download time may vary based on your system capabilities.

Please continue to monitor your Provider Insider, the Medicaid website, and future Alerts for further information regarding HIPAA. If you have any questions, please contact your Provider Representative at 1-800-688-7989.

New HIPAA Version of the PES Software Available Soon

EDS Provider Electronic Solutions Software

PROVIDER NUMBER: _____

PROVIDER NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: ( ) _____

PRIMARY CONTACT: _____

SECONDARY CONTACT: _____

PES SUBMITTER ID*: _____

E-MAIL: _____

What version of Windows do you have on your PC?

☐ Windows 95 ☐ Windows 98 ☐ Windows NT ☐ Windows XP

☐ 1 CD ROM Update

☐ Complete Install of PES

Mail this request to:
EDS
P.O. Box 244032
Montgomery, AL 36124-4032

***If you have more than one PES Submitter ID, please list each ID on this form.**

With the implementation of HIPAA, EDS will be releasing a new version of the PES software. The software will be available before the implementation date for the standardized code set transactions for HIPAA. This new version of PES will replace the current version of PES. You must order the new PES software in order to continue to submit transactions after September 26, 2003. The new software will have the ability to submit the same transactions that you are currently submitting. The software will continue to be available at no charge.

A new User Guide will also accompany the billing manual, along with instructions for installing your software. If you would like the new version of the software, please complete the form and return to EDS.

To find your PES submitter ID, follow these steps:

- Open your PES software
- Go to Tools, Options, Click on the Batch Tab, your Submitter ID will be in the field labeled 'submitter ID'

If you have any questions, please contact the ECS helpdesk at (800) 456-1242 or your Provider Representative at (800) 688-7989.

EDS

Alabama Medicaid Bulletin

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